Channelview ISD

AVID Recruitment Process

AVID
Decades of College Dreams
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# AVID Recruitment Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
</tr>
</thead>
</table>
| **January** | Discuss the number of AVID sections to be offered the following year.  
- Develop campus student recruitment plan:  
  - Who will do recruiting?  
  - Who will be on interview committee?  
  - Set timeline for recruiting  
- Review selection criteria and necessary documentation (*test data, GPA, discipline record, student essay, etc.*). |
| **February** | Identify potential pool of AVID students, using student record sheet to note test scores, GPA, and class schedule.  
- Review criteria for selecting students eligible for AVID program with staff.  
- Disseminate teacher recommendation forms and allow one week for return of forms to either AVID coordinator or counselor.  
- Make daily announcements to students to advertise the AVID program (*consider getting AVID students to make announcement and to talk about what AVID has done for them*).  
- Hold informational meeting for potential AVID students to provide basic information and application form. (*Before, during or after school*).  
- Organize meeting for parents and students to learn more about AVID; Advertise event via flyers, personal invitations, phone calls, marquee, web page etc.; Invite current AVID students to be part of the program.  
- Distribute applications and set timeline for return of application.  
- Follow up with students who have not submitted their application form; Provide assistance if necessary.  
- Recruit Site Team for upcoming school year and encourage attendance at Summer Institute or other AVID trainings (*budget permitting*). |
| **March** | Identify student interview committee (*there should be at least two site members in each interview*).  
- Conduct interviews in a quiet, private place, using some of the interview questions provided.  
- Keep accurate notes and use interview rubric. |
| **April** | Use recruitment rubric to identify incoming AVID students.  
- Send acceptance letters to students and their parents; have students and parents sign their commitment agreements at this time.  
- Send a list of accepted AVID students to counselors to schedule AVID students into AVID Elective and advanced classes. |
| **May** | Hold an informational meeting with incoming AVID students and their parents. |
AVID Selection Criteria

Who is an AVID Student?

AVID students are students in the academic middle, capable of completing a college preparatory path with support. These students often are not realizing their full potential academically. In the identification process a number of criteria are considered, including:

- State Standardized Test Scores
- Classroom Assessments
- Grades
- Citizenship
- Attendance
- Desire and Determination
- Other Special Circumstances
- Complete Application & Interview Process

While all of the criteria are considered for acceptance into the program, no single criteria will necessarily eliminate a student from consideration. The AVID program should reflect the demographics of the school it is serving. Students participating in special education, gifted and talented programs, and ELL will be considered for AVID based on the criteria listed above. Currently, there are a number of students from these groups successfully participating in the AVID program.

Once Selected for AVID, What are the Student Requirements?

AVID students must:
- be enrolled in an AVID elective class
- enroll in all honors/AP classes freshman & sophomore years, then follow a rigorous schedule of a minimum of 2 core honor/AP courses. (See attached sample schedule)
- maintain satisfactory citizenship and attendance in all classes
- maintain the AVID binder with assignment/grade record sheets and daily notes in all classes
- complete all homework assignments and commit to studying every night
SAMPLE
Student Nomination Letter to Teachers/Staff
(Email to teachers and staff members in February)

Dear __________________________ Teachers and Staff Members:

The AVID Program is in the process of enrolling students in grades _________ for the upcoming 2014-2015 school year. Please consider the students who you have worked with this year. AVID students are students who are typically in the academic middle, and are capable of completing a rigorous college preparatory path with support. Do you have a student or students in your class who just simply are not realizing their full potential academically? There are several things that we take into consideration when accepting a student into AVID. These include:

- State Standardized Test Scores
- Classroom Assessments
- Grades
- Attendance
- First in their Family to attend College
- Member of a Historically Underrepresented Population in 4-year Colleges
- Economically Disadvantaged
- Desire and Determination
- Other Special Circumstances

While we consider all of the criteria, no single criteria will necessarily eliminate a student from consideration. We strive to reflect the demographics of our school, and students in special education, gifted and talented, and ELL programs should also be considered. In fact, there are a number of students in these groups who are successfully participating in the AVID program nationwide. We need your input in this process. Please seriously consider the students who you work with each day. If you would like to nominate students, please complete the attached Teacher/Staff Recommendation Form and return it to _________________ no later than _________________. We will provide the student with an application and we will be conducting interviews at a later date.

Thank you for being a part of the AVID Team at ____________________________.

Sincerely,

__________________________________________
Teacher/Staff Recommendation Form

If you are aware of a student fitting the following criteria who could use the support of the AVID Program in order to be eligible to enter a two- or four-year college or university following high school graduation, please complete this form by _______________ and submit it to ________________. The site team will contact the student to provide an application and to set up an interview.

Criteria to consider:

- Student is in the academic middle (mostly B’s and C’s)
- Student is a member of a traditionally underrepresented population in colleges
- Student is economically disadvantaged
- Student would be the first in his or her family to attend or graduate from college
- Student is an underachiever
- Student has appropriate classroom behavior
- Student has good attendance
- Student is capable of completing a rigorous college preparatory path

You may have a student who fits into one or more of the above mentioned criteria. You might also have a student with special circumstances that without the AVID Program might inhibit his or her ability to go to college.

Please consider your students and fill-out the section below to nominate those who you believe would benefit from the AVID Program. Once the AVID Site Team has received all nominations, students will be contacted with further information pertaining to the application process.

Thank you.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>Referring Teacher</th>
<th>Comment</th>
</tr>
</thead>
</table>
Date: ____________________

_______________________, a student in one of your classes has been recommended or is applying to the AVID (Advancement Via Individual Determination) program. This is a course designed primarily for students who have college potential. Please take a few minutes to answer the following questions so that appropriate placement can be determined.

Please return this form to __________________________.

1. This student needs the support of the AVID class. □ □ □
2. This student seems to have college potential. □ □ □
3. This student displays good classroom work habits. □ □ □
4. This student practices good classroom behavior. □ □ □
5. This student is focused on classroom activities during class. □ □ □

Other Comments:
___________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signature:___________________________

Subject:______________
INTENT TO APPLY

AVID PROGRAM
(Advancement Via Individual Determination)

Student ID # ________________________________

Student Name ________________________________ Grade Level for next fall __________

Address ____________________________________________________________________________

Telephone Number________________________ Email address: ____________________________

Program Description:
AVID is a program that prepares students for four-year college eligibility.

Student Goals:
1. Prepare for academic success in high school/ college preparatory courses.
2. Prepare for successful completion of college eligibility requirements.
3. Prepare for enrollment in four-year college/university after high school graduation.

Student Responsibilities:
1. Maintain enrollment in rigorous academic classes.
2. Maintain satisfactory citizenship and attendance in all classes.
3. Maintain the AVID binder with assignment/grade record sheets and daily notes from all classes.
4. Complete all homework assignments and commit to at least two hours of homework/studying each night.

Commitment:
I understand my responsibilities and would like to be considered for acceptance into the AVID program.

______________________________  ______________________________
Student Signature            Parent/Guardian Approval Signature

Parent/guardian initials only indicate a review of this form and does not constitute automatic enrollment of son/daughter into the AVID program.

*This form must be returned to _________________ or the counseling center by _________________.

8
AVID Student Application (High School)

AVID is a commitment. The program is meant to prepare students to attend college following high school graduation. Students are accepted into the program through an application process which includes completing this application, teacher recommendations, and interviews.

Student ID# ______________________ Date ______________
Student Name ____________________________ Current Grade Level _________

Phone _______________________________ Email: ____________________________

Are you a former AVID student? Yes / No
If yes, please provide name of school and location _______________________________

Please answer the following questions in complete sentences.
1. Why do you want to be an AVID student?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

2. What subject do you like the most? Why?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

4. What are your goals for your future?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

5. How much time do you spend studying at home? / Who do you go to when you need help?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
6. What extracurricular and community service activities do you currently participate in next year?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

7. What three words would you use to describe yourself?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

8. Has anyone in your family ever attended college? If yes, who and did they graduate?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

9. Why do you think college is important?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

10. What is your biggest challenge?
    _________________________________________________________________
    _________________________________________________________________
    _________________________________________________________________

Essay Questions
Please choose only one question and respond in complete sentences and paragraphs. Please write your final copy on a separate sheet of paper and attach it to this application.

1. AVID stands for Advancement Via Individual Determination, which means to succeed by your own personal motivation. Explain how you show individual determination.

2. Describe the most important or outstanding thing or event that has happened to you. Be sure to include specifics and details.

3. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn.
**Student Grade Sheet (to be completed by all teachers)**

<table>
<thead>
<tr>
<th>Period</th>
<th>Teacher/Subject</th>
<th>Current Grade</th>
<th>Conduct</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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</tbody>
</table>

**Parent/Guardian Section (to be completed by parent/guardian)**

Mother/Guardian Name ____________________________________________________________
Address _______________________________________________________________________
Phone __________________________ email address ____________________________________

Father/Guardian Name ___________________________________________________________
Address _______________________________________________________________________
Phone __________________________ email address __________________________________

I would like my student to participate in the AVID Program because ________________
____________________________________________________________________________
____________________________________________________________________________

Participation in the AVID Program requires students to be committed to academics and their goal of attending college following high school graduation. I understand that students are expected to take rigorous classes and to fully participate in the AVID Elective Class.

_________________________________________________________ Date
Student Signature

_________________________________________________________ Date
Parent/Guardian Signature
AVID Student Application (Junior High School)

AVID is a commitment. The program is meant to prepare students to attend college following high school graduation. Students are accepted into the program through an application process which includes completing this application, teacher recommendations, and interviews.

Student ID# ___________________ Date ______________
Student Name ____________________________ Current Grade Level _________

Phone ____________________________ Email: ____________________________

Are you a former AVID student? Yes / No
If yes, please provide name of school and location ____________________________

Please answer the following questions in complete sentences.
1. Why do you want to be an AVID student?
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

2. What subject do you like the most? Why?
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

4. What do you see yourself doing after you graduate from high school?
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

5. Has anyone in your family ever attended college? If yes, who and did they graduate?
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
## Student Grade Sheet *(to be completed by all teachers)*

<table>
<thead>
<tr>
<th>Period</th>
<th>Teacher/Subject</th>
<th>Current Grade</th>
<th>Conduct</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
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<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Parent/Guardian Section *(to be completed by parent/guardian)*

Mother/Guardian Name ____________________________________________________________

Address ______________________________________________________________________

Phone ___________________________ email address ________________________________

Father/Guardian Name ____________________________________________________________

Address ______________________________________________________________________

Phone ___________________________ email address ________________________________

I would like my student to participate in the AVID Program because ________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Participation in the AVID Program requires students to be committed to academics and their goal of attending college following high school graduation. I understand that students are expected to take rigorous classes and to fully participate in the AVID Elective Class.

_________________________________________  __________________________
Student Signature                                                                 Date

_________________________________________  __________________________
Parent/Guardian Signature                 Date
Interview Questions (select no more than five to seven questions)

1. Why do you want to participate in the AVID Program?

2. Do you have any brothers or sisters? How many? Do they all live at home with you? How old are they?

3. What if you were faced with a situation where you were unhappy with the grades you received in your classes? How would you keep yourself on a positive note?

4. How do you feel about stepping out of your comfort zone?

5. What does it mean to "discipline yourself"?

6. How would you approach a teacher that you don't get along with about your grade?

7. Do you blame others or make excuses for your actions?

8. How will you react to a class where you know no one and you need help with a class?

9. If you had a poor grade in a class, what steps would you take to improve it?

10. Where do you see yourself in 10 years?

11. How, specifically, would you stay dedicated to AVID?

12. What do you already know about AVID?

13. What do you think will be expected of you if you join AVID?

14. How do you make sure that you use your time in class productively?

15. Do you want to go to college? Why?

16. Do you accept criticism for the most part or do you get angry easily?

17. Do you have any questions you would like to ask about the AVID program?

18. Do you have any comments that you would like to make about your candidacy that you have not yet been given the opportunity to tell us about?
## AVID Interview Rubric

**Student Name:** ______________________________________   **Student ID#** ____________________

**Staff Members Present:** ___________________________        **Date** ___________________________

______________________________________________________________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Poor 1</th>
<th>Fair 3</th>
<th>Excellent 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poise, Confidence and Competence</td>
<td>Speech halting, soft, nervous</td>
<td>Steady, fluent speech, may not be assertive</td>
<td>Fluent, steady speech, assertive</td>
</tr>
<tr>
<td></td>
<td>Ideas expressed tentatively</td>
<td>Ideas stated unapologetically</td>
<td>Ideas expressed affirmatively</td>
</tr>
<tr>
<td>Audience Awareness</td>
<td>Inattentive, unresponsive</td>
<td>Attentive, good eye contact</td>
<td>Responds to others and feedback</td>
</tr>
<tr>
<td></td>
<td>No use of feedback or others’ ideas</td>
<td>Acknowledges others’ ideas and feedback</td>
<td>Works to establish rapport</td>
</tr>
<tr>
<td>Clarity</td>
<td>Imprecise, confusing wording</td>
<td>Wording understandable</td>
<td>Word choice precise</td>
</tr>
<tr>
<td></td>
<td>Fails to clarify when needed</td>
<td>Corrects and clarifies when needed</td>
<td>Effectively rewords when needed for clarity</td>
</tr>
<tr>
<td>Sense/Coherence of Content and Ideas</td>
<td>Few ideas</td>
<td>Expresses some appropriate ideas</td>
<td>Ideas effective</td>
</tr>
<tr>
<td></td>
<td>Information disjointed or confused</td>
<td>Sensible</td>
<td>Thoughtful, well-informed</td>
</tr>
<tr>
<td>Question and Answer</td>
<td>Responds inappropriately to questions</td>
<td>Effective in responding to questions</td>
<td>Highly effective in responding to questions</td>
</tr>
</tbody>
</table>

**TOTAL SCORE:** __________________
## AVID Recruitment Rubric

School Year ______________

<table>
<thead>
<tr>
<th>Student Name: ______________________________</th>
<th>Student ID# ____________________________</th>
</tr>
</thead>
</table>

### Grades (Average at end of 1st semester)

<table>
<thead>
<tr>
<th>ELA (Regular/Pre-AP)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>5</td>
</tr>
<tr>
<td>75-89</td>
<td>10</td>
</tr>
<tr>
<td>70-74</td>
<td>5</td>
</tr>
<tr>
<td>below 70</td>
<td>0</td>
</tr>
</tbody>
</table>

### Discipline Issues

- None: 10
- Minor: 5
- Major: 0

Total Number of referrals: ______

### STAAR Test (ELA)

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>5</td>
</tr>
<tr>
<td>II</td>
<td>10</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
</tbody>
</table>

### Family

- Single Parent: 10
- LEP: 10
- Large Family (4+ children in family): 10

### Math (Regular/Pre-AP)

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>5</td>
</tr>
<tr>
<td>75-89</td>
<td>10</td>
</tr>
<tr>
<td>70-74</td>
<td>5</td>
</tr>
<tr>
<td>below 70</td>
<td>0</td>
</tr>
</tbody>
</table>

### College Exposure

- First in Family: 10
- 1 parent: 5
- 2 parents: 0

### STAAR Test (Math)

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>5</td>
</tr>
<tr>
<td>II</td>
<td>10</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
</tbody>
</table>

### Special Circumstances

(Please explain on back.)

### Science (Regular/Pre-AP)

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>5</td>
</tr>
<tr>
<td>75-89</td>
<td>10</td>
</tr>
<tr>
<td>70-74</td>
<td>5</td>
</tr>
<tr>
<td>below 70</td>
<td>0</td>
</tr>
</tbody>
</table>

### Oral Interview

- Great: 10
- Average: 5
- Below Average: 2

### Social Studies (Regular/Pre-AP)

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>5</td>
</tr>
<tr>
<td>75-89</td>
<td>10</td>
</tr>
<tr>
<td>70-74</td>
<td>5</td>
</tr>
<tr>
<td>below 70</td>
<td>0</td>
</tr>
</tbody>
</table>

### Written Essay

- Great: 10
- Average: 5
- Below Average: 2

### SES

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free/Reduced</td>
<td>10</td>
</tr>
<tr>
<td>Not</td>
<td>0</td>
</tr>
</tbody>
</table>

### Written Application

- Completed and submitted on time: 10
- Partial complete: 5
- Did not complete: 0

### 2013-14 Attendance

<table>
<thead>
<tr>
<th>Attendance Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good (1-5 absences per semester)</td>
<td>10</td>
</tr>
<tr>
<td>Average (6-9 absences per semester)</td>
<td>5</td>
</tr>
<tr>
<td>Poor (10+ absences per semester)</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Number of days absent: ______

### Teacher Recommendations/Nominations

- 5 to 8 teachers: 10
- 1 to 4 teachers: 5
- 0 teachers: 0

Total points earned (maximum of 180 points): ______________
Dear _____________________________,

Congratulations! After careful consideration of your application packet and interview by the AVID Site Team, you have been accepted into the AVID Program at __________________________ for the 2014-2015 school year. Because AVID is a commitment of your time and effort, we ask that you and your parent/guardian review the enclosed AVID contract and return it to __________________________ no later than _______________________. As soon as the contract is signed, your counselor will begin the process of placing you in your AVID schedule for next year.

If you have any questions, please contact ______________________________________.

We are looking forward to your success as a member of AVID.

Sincerely,
AVID Student Agreement

The mission of the AVID College Readiness System is to close the achievement gap by preparing all students for college readiness and success in a global society.

Student Goals
• Academic success in college-preparatory courses.
• Enrollment in college-preparatory courses throughout middle and high school to ensure enrollment in a four-year college or university upon graduation.

Student Responsibilities
• I will maintain at least a 2.0 GPA and satisfactory citizenship and attendance in all classes or will be placed on a probation contract.
• I will maintain enrollment in college-preparatory classes.
• I will maintain an AVID three-ring binder (with calendar/agenda, Cornell notes, assignments in all classes and Tutorial Request Forms).
• I will be an active learner, be prepared for all classes with all assigned work completed, take Cornell notes daily and be an active participant in all activities.
• I will complete all homework assignments (commit to at least two hours of studying every night).
• I will participate in AVID tutorials. I will come to AVID class prepared for tutorial sessions with the TRF pre-work completed, AVID binder with Cornell notes and textbooks. I will use critical thinking, inquiry and collaboration with my classmates to create greater understanding about my point of confusion.
• I will participate in AVID field trips and activities.

Name:______________________________________  Enrollment Date: __________________________________

Student Agreement
I agree to accept enrollment in the AVID Elective class, which will offer me academic support. I want to succeed, and I understand that I must take individual responsibility for my own success. I agree to remain in the AVID Elective class for at least one school year. I understand that I will be allowed to remain in AVID only if I meet the student responsibilities listed above.

________________________________________  Date: ________________________________
 Student Signature

Parent/Guardian Responsibilities
I will support my child by:
1. Partnering with the AVID Elective teacher through regular communication and attendance at meetings.
2. Monitoring my child’s academic process to ensure that he/she is on track for meeting the grade and course requirements to remain in AVID and in line for the successful completion of college eligibility requirements.
3. Checking for an organized binder with agenda, content class Cornell notes and Tutorial Request Forms weekly.
4. Encouraging opportunities to take rigorous courses, complete college prep/entrance exams, and participate in community service, extracurricular activities and leadership opportunities.

We agree to support the efforts of this student in meeting these goals.

________________________________________  AVID Site Coordinator/Teacher Signature
Parent/Guardian Signature

________________________________________  AVID Counselor Signature
AVID Administrator Signature

________________________________________  AVID Administrator Signature
AVID Student Intent to Re-Apply 2014-2015

Student ID # ________________________________
Name:______________________________________                 Enrollment Date: ________________

Student responsibilities need to have been met for the 2013-2014 school year to meet eligibility to re-apply to the program for the upcoming school year.

AVID is a program that prepares students to be able to attend and graduate from a four-year college or university following high school graduation.

Student Responsibilities
1. Academic success in high school/college preparatory classes (minimum of one pre-AP or AP course) per semester.
2. Maintain satisfactory citizenship and attendance in all classes.
3. Maintain the AVID binder contents including, but not limited to, assignment sheets and Cornell notes.
4. Maintain a grade of 75 or higher in all classes on report card.

Student Agreement
I agree to accept enrollment into the AVID Elective class, which will offer academic support to me as I pursue my college dreams. I want to succeed and I understand that I must take individual responsibility for my own success. I understand that in order to give fair consideration to my involvement in the program, I must commit to remaining enrolled in the AVID elective class for at least one year and that I will be allowed to remain in the program only if I meet the student responsibilities outlined above. I also understand that studies show that I will be most likely to demonstrate academic improvement if I remain in the program for at least three years. I will be most likely to achieve my goal of enrollment in a four-year college if I remain in AVID throughout high school.

Statement of Commitment: If I am selected to continue in the AVID Program, I understand that I will have to continue to meet the program’s requirements. I understand that if I do not fulfill the requirements of the program, I will be withdrawn from the AVID Elective.

_______________________________________________       _________________________________
Student signature                                                                                           Date

Support Statement: I agree to support the efforts of my child in meeting the student responsibilities outline above. I also understand that if all requirements are not met that my child will be withdrawn from the AVID Elective.

________________________________________________________       ________________
Parent/guardian signature                                                                                           Date